

STATE DEPARTMENT OF EDUCATION
EMPLOYMENT OPPORTUNITY
OFFICE OF THE DEPUTY COMMISSIONER
REGIONAL SCHOOL CHOICE OFFICE (RSCO)

ASSOCIATE EDUCATION CONSULTANT
ANNUAL SALARY RANGE: \$81,893* - \$105,251

EDUCATION CONSULTANT
ANNUAL SALARY RANGE: \$88,804* – \$113,450

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Closing Date: March 11, 2011

***New hires to state employment start at the minimum of the above salary range.**

The Connecticut State Department of Education is currently recruiting for an Associate Education Consultant/Education Consultant position in the Regional School Choice Office, Sheff unit. ***The selected candidate's credentials will determine the job classification.***

GENERAL STATEMENT OF DUTIES:

Design and implement strategies that contribute to significantly increasing racial and ethnic integration in the public schools in the Greater Hartford region. Oversee the design, implementation, and evaluation of the Greater Hartford Open Choice program and SDE grants that provide academic and social support to Open Choice students. Collect, analyze and report program data in order to evaluate the outcomes of public school choice programs implemented to fulfill the Sheff v. O'Neill stipulated agreement and the Comprehensive Management Plan (CMP).

EXAMPLE OF DUTIES:

- Participate with Regional School Choice Office (RSCO) partners to design and implement RSCO application and lottery procedures;
- Participate in coordinated activities that market and promote Open Choice programs and schools for Hartford and suburban students;
- Coordinate with RSCO partners and monitor procedures to enroll Hartford and suburban students into Open Choice placements;
- Collaborate with appropriate SDE departments in order to collect and analyze data and write reports on enrollment and operational data for RSCO-affiliated magnet schools, programs and other CMP activities;
- Oversee and monitor SDE grants and contract compliance; recommend rewards, corrective action, or sanctions;
- Organize and chair committees designed to solicit input and feedback from stakeholders and incorporate such feedback into program development and improvement, as appropriate;
- Participate in developing, implementing and updating the Comprehensive Management Plan (CMP).
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge, Skills, Ability:

Knowledge of and experience with designing and/or implementing public school choice programs; understanding and knowledge of theory and practice of school desegregation and of culturally-responsive education; demonstrated experience and expertise in designing, maintaining and using complex, computer databases for program-accountability reporting; successful work history being a member of a program implementation team in a large organizational setting; effective skills in written and oral communications.

Minimum Experience and Training Required:

Education Consultant: An earned advanced degree and eight (8) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Associate Education Consultant: An earned advanced degree and five (5) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Preferred Experience

3-5 years experience in administering grant-funded programs at multiple sites.

The Department encourages those applicants who do not meet the stated qualifications but who believe they possess equivalent qualifications to submit, in addition to their resumes, written statements indicating how their background and experience qualify them for the position.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #741 and submit a letter of application and resume with details of experience and training, three current professional letters of recommendation and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Dr. James A. Caradonio, RSCO Bureau Chief, 43 Vernon Street, Learning Corridor/Commons Building, Hartford, CT 06101.** *Applications must be postmarked no later than the closing date listed below. All required documents must be submitted to be considered for interview.*

Closing date for applications: March 11, 2011

Anticipated date of employment: April 29, 2011

"The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to Levy Gillespie in the Affirmative Action Office, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071."

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

#741
2/28/11